



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC1101N18

CASA Program Coordinator
(OCA Program Coordinator)

Opening Date: November 16, 2018

Closing Date: November 30, 2018

Salary: \$39,093 - \$48,866 (minimum - midpoint) * - Pay Grade 13

Recruiting For: Office of the Child Advocate, CASA Program

Location: Sussex County – Georgetown
(Please check this location on your application)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: The Office of the Child Advocate (OCA) is a small office, which doubled in size on March 6, 2017 with the relocation of the Court Appointed Special Advocate Program. It now has 22 full-time employees, five casual/seasonal employees, and twelve contractual staff. OCA operates with this small staff out of all three counties, now representing approximately 750 children in DSCYF custody, and another 60 children in other child welfare proceedings. 120 of the most serious abuse and neglect cases are handled by Deputy Child Advocates, while the balance are handled by volunteer attorneys and by contractual attorneys and CASA volunteers. Under the direction of the CASA Program Director, the CASA Program Coordinator provides supervision to the community volunteers (CASA Volunteers) who need significant guidance and support to assist the Child Attorneys in Family Court to ensure the best interests of the child are represented. They help to recruit volunteers, and then supervise the CASA Volunteers by providing training, resources, expertise and regular guidance. They assist with scheduling and conducting client visits; assisting the CASA Volunteer in providing legal testimony for court proceedings as necessary; acquiring, summarizing, and compiling voluminous records from various agencies through the discovery process; scheduling and attending witness interviews; attending and supporting the volunteer at team meetings, IEP meetings, and other multidisciplinary meetings; coordinating with the Child Attorneys; preparing reports for the Court; resolving conflicts; and generally making sure the CASA Volunteer is complying with all laws and appropriately discharging his or her duties. The CASA Program

Coordinator may also assist in quality assurance statistics and data involving the volunteers, the Child Attorney and the CASA Program, as well as representing the best interests of children in policy meetings and training programs with professionals in the child welfare system.

Preferred Qualification: Please address the preferred qualifications separately on the Minimum Qualifications page of the application. Applicants who do not possess the preferred qualifications will still be eligible for consideration for this position if minimum qualifications are met.

1. Experience participating in policy meetings.
2. Experience developing and presenting trainings.
3. Experience utilizing Excel and Power Point.
4. Experience working with Delaware Family Court.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Possession of a Bachelor’s Degree in a social or behavioral science.
2. Experience in working with volunteers, professionals or community advocates.
3. Experience in health or human services work such as applying theories, principles, laws, and practices of health or human services programs and services that assist with and improve life for individuals, families, or communities.
4. Knowledge of interviewing to obtain facts, exploring issues, and identifying courses of action.
5. Knowledge of child welfare or social services case management - experience within the State of Delaware’s child welfare system preferred.
6. Knowledge of legal support work such as maintaining case files, reviewing and filing legal/court documents, and assisting legal staff at court proceedings to gather information, and various other discovery methods. Knowledge of Family Court child welfare proceedings preferred.
7. Ability to communicate courteously and effectively, both verbally and in writing.
8. Possession of a valid Delaware Class D driver’s license or its equivalent.

Special Requirement: Ability to successfully complete a security clearance as issued by the State of Delaware Bureau of Identification and a Child Protection Registry check.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- A satisfactory Child Protection Registry check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either

Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
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